



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd K. Rutherford, Lt. Governor - Dennis R. Schrader, Secretary

HEALTH OFFICER MEMORANDUM

DATE: January 6, 2017

H.O. Memo #17-01

TO: Health Officers
CRF CPEST Program Directors, Coordinators, and Staff
SAHC CRF Program Directors, Coordinators, and Staff

FROM: Cindy Domingo, Program Manager
Cigarette Restitution Fund Program Unit

RE: Cigarette Restitution Fund Cancer Prevention, Education, Screening and Treatment Program (CRF-CPEST) Mid-Year Progress Report – Fiscal Year (FY) 2017

Attached are the Progress Report templates for FY 2017. Programs are required to complete the following components of the Progress Report:

- 1) Narrative Report (See Attachment 1)
- 2) Education and Outreach Work Plan (See Attachment 2)
- 3) Contract List (See Attachment 3)
- 4) Performance Measures Report and Action Plan (See Attachment 4 to be sent to programs by January 20, 2017)
- 5) Expenditure Reports with Year-to-Date Expenditures (See Attachment 5)

The Performance Measures Report and Action Plan will be sent by **January 20, 2016** to allow programs to update their data. The Center for Cancer Prevention and Control's Surveillance and Evaluation Unit completed their data run on **1/5/2017 and will include the following data** in the Performance Measures Report and Action Plan:

- CDB - Screening procedures performed
- EDB - Number of individuals educated/reached

Each local program is requested to ensure data (**screening procedures and education activities performed between July 1, 2016 and December 31, 2016**) is updated monthly in the Client Database (CDB) and Education Database (EDB).

Please review the reminders, new requirements and submission instructions below:

Reminders:

Please provide a copy of *signed contracts with HSCRC-regulated facilities* within 30 days of execution of an agreement.

Instructions for submission:

1. Below are the reporting period and due dates for Fiscal Year 2017 Progress Report. Information you provide in the Progress Report should reflect data for the appropriate reporting period below.

FY 2017 Progress Report	Time Period Covered	Due Date to DHMH-CCPC
Mid-Year	July 1, 2016 – December 31, 2016	February 6, 2017
End of Year	January 1, 2017 - June 30, 2017	July 31, 2017

2. Please e-mail separate documents using the template provided:
 - **Attachment 1:** Narrative Report (*as a Word File*)
 - **Attachment 2:** Education and Outreach Work Plan (*as a Word File*)
 - **Attachment 3:** Contract List (*as a Word File*)
 - **Attachment 4:** Performance Measures Report and Action Plan (*as an Excel File*).
 - **Attachment 5:** Expenditure Report (Submit your up-to-date Budget Summary to include your current grant award information and up-to-date expenditures *as an Excel File*)
3. You may add any additional files as attachments (PDF scanned into electronic format, etc.).
4. Please submit your Progress Report to Cindy Domingo at cindy.domingo@maryland.gov with a cc: to Dwayne Selph at dwayne.selph@maryland.gov, Lacey Christian at lacey.christian@maryland.gov, JoAnn Johnston at joann.johnston@maryland.gov, and Paul Galonsky at paul.galonsky@maryland.gov.

Thank you in advance for providing the FY17 Mid-Year Progress Report. If you have any questions about the above guidance, please do not hesitate to contact your lead contact at the Cigarette Restitution Fund Programs (CRFP) Unit or Cindy Domingo, Program Manager, CRFP Unit, at 410-767-5123.

cc: Ken-Lin Tai
Maria-Theresa Okafor

The information contained in this transmission is private. It may also be legally privileged and/or confidential information of the sender or a third party, authorized only for the use of the intended recipient. If you are not the intended recipient, any use, disclosure, distribution, or copying of this transmission is strictly prohibited. If you have received this message in error, please return the original message and notify the sender immediately.